



Assistant Production Manager

Reporting to the Production Manager, the Assistant Production Manager supports all aspects of our production area, focusing on people leadership, safety, quality, and production. The Assistant Production Manager will be a key team member, assisting in enhancing production processes, organizational performance and employee culture.

Accountabilities:

- ✿ Supporting the manager, provides day to day management of the Production staff, including recruitment, coaching, supervision, scheduling, development
- ✿ Managing time-lines and work priorities and allocating resources to meet the production schedule priorities
- ✿ Support the Manager in forecasting resource needs and obtaining personnel, equipment and tools to meet production goals
- ✿ Utilizes computer systems to ensure work orders are processed and accurate
- ✿ Maintains workflow by monitoring steps of the processes; observing control points; monitoring personnel and resources, resolving scheduling conflicts; developing reporting procedures and systems

Qualifications:

- ✿ Min. of 3 years in a leadership role in production or manufacturing
- ✿ Experience with sewing production is an asset
- ✿ Mandarin and/or Cantonese as a second language would be an asset
- ✿ Well-developed production management skills and the ability to work in a fast paced environment
- ✿ Understanding of KPIs and experience tracking KPIs
- ✿ Ability to work with computer applications associated inventory management of product, including Excel and Word
- ✿ Good time management and planning skills.
- ✿ Well-developed problem solving and decision-making abilities
- ✿ Overtime and possible weekend work necessary

If this sounds like you, please email a cover letter and resume to: jobs@rcpets.com

Subject line: Assistant Production Manager Position – Name of Applicant

We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.